
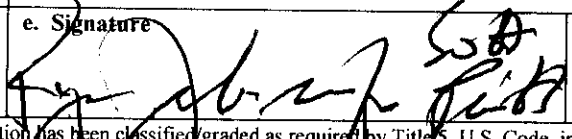



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EP6518001	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	SENIOR ADVISOR TO THE ADMINISTRATOR FOR AGRICULTURE POLICY	GS	0301	15	
4. Supervisor's Recommendation	Senior Advisor to the Administrator for Agriculture	GS	0301	15	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Jeffrey Sands			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. IMMEDIATE OFFICE		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input checked="" type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator			
b. Signature 	c. Date 10/4/17	e. Signature 	f. Date 10/4/17		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 		j. Date 10/04/17
11. REMARKS SECRET Clearance					

SENIOR ADVISOR TO THE ADMINISTRATOR FOR AGRICULTURE POLICY

INTRODUCTION

This position is located in the Immediate Office of the Administrator. The incumbent will serve as Senior Advisor to the Administrator for Agriculture Policy. The incumbent has a variety of special and ongoing responsibilities relating to Agricultural programs with an emphasis on assisting the Administrator in formulating broad goals and objectives, managing intra-Administration relations, and responding to special demands.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the Administrator's principal advisor on matters relative to the overall strategy for agricultural policy issues and other specified initiatives. Advises the Administrator on issues related to such initiatives at the national level and on specific state and local issues. Provides policy guidance and technical analysis on complex issues related to assigned areas. These assignments are broad-based, touching upon numerous agricultural programs or activities within the Agency. Maintains a continuous awareness of the major national agricultural policies relating to the programs of EPA and the policies and programs supported and advocated by Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of the Agency's major agricultural programs and policies.
2. Maintains a comprehensive knowledge of agricultural policy issues and other assigned policy projects and issues. The incumbent will advise Agency officials and decision-makers, as requested, on the long-range agricultural or implementation implications of current or pending issues, decisions, regulations, or legislation.
3. Interacts with non-government agricultural entities to ensure that the Agency's position and involvement on agricultural issues and initiatives is properly conveyed. The Agriculture Advisor to the Administrator is a valuable intermediary in explaining EPA's rulemaking process, avenues for public participation, and subsequent regulatory decisions. The incumbent also bolsters existing outreach activities such as the Regional Ag Initiative (designed to assist agricultural communities with Food Quality Protection Act (FQPA) transition issues and other EPA matters).
4. Maintains a dialogue with agriculture contacts in order to alert them to Agency activities and solicit timely input which focuses on the concerns of the produce growers and ensuring that those concerns are properly addressed. The incumbent adds subject matter knowledge of unique circumstances which involve agriculture activities and EPA concerns.
5. The incumbent provides authoritative analysis, advice and assistance to the Administrator, Deputy Administrator, Assistant Administrators and other Federal officials, White House officials, State and Local government officials, members of Congress and their staffs, and foreign

officials regarding the effect of current and pending agricultural related policies, laws, and programs.

6. Undertakes assignments on projects of special concern to the Administrator. These assignments are usually broad-based, of an Agency-wide nature, and often involve relationships outside the Agency. Establishes contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Administrator through personal briefings.
7. The incumbent will direct projects to analyze and evaluate the agricultural policy issue implications of Agency policies and programs. These projects will include an analysis and evaluation of factors such as fiscal and budgetary implications, and research and development requirements.
8. Represents the Administrator on the Interagency Task Force on Agriculture and Rural Prosperity, established by the Presidential Executive Order on Promoting Agriculture and Rural Prosperity in America. Contributes to ensuring compliance with the Executive Order by ensuring that regulatory burdens do not unnecessarily encumber agricultural production, harm rural communities, constrain economic growth, hamper job creation, or increase the cost of food for Americans and our customers around the world.
9. The incumbent will perform other duties as assigned.

SUPERVISORY CONTROLS

The incumbent receives broad direction concerning assignments and matters of policy, and is allowed wide latitude in the exercise of initiative and judgment. The incumbent assumes responsibility for planning, coordinating, initiating, and completing assignments in a highly independent manner. Review is only from the perspective of overall performance.